Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

84-2409/23

19 NOV 1984

MEMORANDUM FOR: Chief, Safety Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Five-Year Plan

REFERENCE: Safety Staff Five-Year Plan

I have reviewed and approved your Five-Year Plan. It is a good planning effort. I look forward to future tracking of the milestones you have indicated in the plan.

STAT

Harry E. Fitzwater

DDA/MS: STAT (15Nov84)
Orig - Adse
1 - DDA Subject
1 - DDA Chrono
1 - DDA/MS Subject
1 - DDA/MS Chrono

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety Staff, Five-Year Plan

FROM: [redacted]
DA Planning Officer
7D18 HQ

EXTENSION | NO. STAT

DATE 15 Nov 84 STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EXO/DDA		19/11	[initials]	The Safety Staff's Five-Year Plan is a good first effort. It gives visibility into the staff's plans and programs. I've included a suggested memo approving the plan, if you agree.
2.				
3. ADDA	19 NOV 1984		[initials]	
4.				[redacted] STAT
5. DDA	19 NOV 1984		[initials]	(I asked [redacted] STAT if he would like to give a one-time briefing to the DDA on FY 84 accomplishments and on the attached plan. He said that he regularly briefs the DDA and therefore felt that a separate briefing would not be necessary.)
6.				
7. DDA/MS/Steve				Attachment
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

DD/A Registry
84-2409/2

CONFIDENTIAL

18 OCT 1984

MEMORANDUM FOR: Deputy Director For Administration

VIA: [redacted] 25X1

FROM: Chief, Safety Staff, DDA

SUBJECT: Safety Staff, Five-Year Plan

25X1 1. Attached is the Safety Staff's five-year plan for fiscal years 1984 through 1988. [redacted]

25X1 2. Please contact me on extension [redacted] 25X1 if additional information is required. [redacted] 25X1

25X1 Attachment [redacted]

25X1

ILLEGIB [redacted]

CONFIDENTIAL

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

CONFIDENTIAL

Safety Staff

Five-Year Plan

FY 1984 - 1988

CONFIDENTIAL

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

1. INTRODUCTION

a. The Occupational Safety and Health Act, Executive Order 12196 and Section 7902, Title 5, U.S. Code require that the head of each Agency establish and maintain an effective and comprehensive safety and health program that will ensure employees places and conditions of employment free of recognized hazards. Comprehensive guidelines for implementing the program are provided in Title 29, Code of Federal Regulations, Part 1960. [redacted] 25X1

b. The Agency has established a safety and health program. [redacted] Regulations [redacted] set forth policy, 25X1T authorities, and responsibilities regarding execution of the program. The program is administered by the Safety Staff, DDA, which has ten professionals, a safety assistant, two clerk/typists and a secretary. One of the professionals is on a 2/3 year safety assignment with the Office of Communications and one is in training. A fire protection engineer is being processed for employment and applicants are being interviewed for a Safety Management Officer position vacated when the employee accepted a 2/3 year assignment as Training Officer with another component. The Safety Staff has been requested to fill a safety position with the Special Collection Service. An industrial hygienist is also being recruited to fill the position of the employee in the training program. [redacted] 25X1

c. The Safety Staff has increased its personnel during CY 1984 through the employment of one fire protection engineer and one health physicist but the requirements have increased proportionally. [redacted] 25X1

2. ASSUMPTIONS

a. Demands upon the Safety Staff are expected to increase considerably during the next five years due to continued growth of agency in personnel, buildings, and additional operations. This is already in evidence with the Agency accepting responsibility for the Headquarters and NPIC buildings, which now involves responsibility for maintenance, inspection and test of fire detection, protection, and alarm systems, fire extinguishers, and conducting comprehensive inspections, as well as testing for and removal of asbestos. There are at present [redacted] agency facilities, not including 25X1 activities within the Headquarters building, that should be

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

inspected annually. Some of these are quite extensive and require from one to two weeks for the inspection. This figure will probably increase. The new Headquarters Building alone will require the attention of the Safety Staff (possibly one man year). 25X1

b. The Agency's Safety and Health Program is considered to be only approximately 30 percent in compliance with Federal Statutes and this percentage is expected to get lower if additional personnel are not forthcoming. Primary shortfalls exists in inspection of facilities and training of personnel 25X1

c. A safety and health program not in compliance with Federal Statutes jeopardizes agency employees, property, and equipment and can also be an embarrassment to the Director, since the Secretary of Labor is required to make an annual report to the President covering his evaluation of the Program. The clandestine nature of Agency foreign intelligence efforts could be seriously affected as a result of fires and accidents. Such incidents involving a covert facility or involving agency employees under cover could call undue attention to the facility or employee by the press or host country with the possibility of embarrassment to the Agency and United States as well as endangering the lives of employees. 25X1

3. GOALS

a. Maintain an effective and comprehensive Occupational Safety and Health Program to ensure safe and healthful working places for Agency employees. 25X1

b. Employ qualified personnel to ensure accomplishment of the objectives of the Safety and Health Program. 25X1

c. Review plans and specifications for renovations and new construction and inspections of areas for asbestos and noise. Respond to complaints of employees regarding hazardous conditions. Special emphasis will be given to the two major shortfall areas, inspections and training. 25X1

(1). Each safety and health professional, after on the job training of one year, will conduct a minimum of two trips overseas a year. Each trip will be 4-weeks duration and will cover facilities. This should considerably strengthen the inspection program, but will still be short of requirements until sufficient personnel are employed. 25X1 25X1

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

(2). The Safety Staff has been conducting six OTE listed 5-day Basic Safety and Health Courses a year. Seven are scheduled for CY 1984 and seven for CY 1985. Each component safety officer in the headquarters area will be given initial briefing and enrolled in the Basic Safety and Health Course. A written briefing will be prepared for safety officers in the field. To further meet training requirements, efforts will be made to include safety and health training in courses for supervisors. 25X1 25X1

(3). The Safety Staff has an immediate need for personnel to fill the positions of fire protection engineer, safety management officer, and industrial hygienist/health physicist in order to place increased emphasis on: comprehensive surveys of domestic and overseas facilities, improvement of the training program, establishment of a motor vehicle safety program, implementation of testing programs (fire detector systems, areas of suspected asbestos, toxicity), assignment of 25X1

4. OBJECTIVES

25X1

b. Conduct a minimum of seven 5-day Basic Safety and Health Courses each year. Include safety training in applicable courses conducted by the Office of Communications and Office of Security. 25X1

c. Maintain current roster of component Safety Officers in Headquarters area and verify quarterly. 25X1

d. Brief each component Safety Officer in the Headquarters area immediately upon appointment, and prepare similar briefing for Safety Officers in the field. 25X1

e. Ensure each component Safety Officer in the Headquarters area receives appropriate safety and health training. 25X1

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

f. Assign a Safety Management Officer to the position in SCS. 25X1

g. Hire qualified personnel to fill positions as they are approved in the Safety Staff. A fire protection engineer, industrial hygienist, and two safety management officers are currently being recruited. 25X1

h. Utilize the Student Trainee Program within the Agency to hire several qualified individuals for each of the three Branches in the Safety Staff, with their schedules arranged so that only one is on duty in each Branch at one time. 25X1

i. Establish a Radiation Safety Program for implementation by personnel of the Occupational Health Branch. A physicist has recently been employed. [redacted] regulations were published in October 1983 setting forth policy and responsibilities for monitoring Agency use of radiation producing materials and equipment. STAT 25X1 25X1

j. Establish basic fire protection criteria documents for Agency buildings which include building construction, fire protection, and special fire protection systems. 25X1

k. Establish specifications for fire protection systems in future design projects for Agency buildings. 25X1

5. RESOURCE IMPLICATIONS

The Agency's Safety and Health Program is considered to be in approximately 30 percent compliance with Federal Statutes. Personnel required to implement the program such as fire protection engineers, industrial hygienists, (chemists), physicists, and safety management officers are difficult to recruit. 25X1

6. MILESTONES - 1985

First Quarter

a. One trip overseas conducting safety and health inspections. 25X1

b. Conduct two 5-day Basic Safety and Health Courses. 25X1

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

c. Update roster of component safety officers in Headquarters area. [redacted] 25X1

d. Brief each newly assigned component safety officer in the Headquarters area. [redacted] 25X1

e. Register newly assigned component safety officers in a Basic Safety and Health Course. [redacted] 25X1

f. Employ a fire protection engineer. [redacted] 25X1

g. Begin implementation of the [redacted] STAT
Safety and Health Regulations [redacted] Radiation Safety. [redacted] 25X1

(1) Take over radiation monitoring (badge) program from OS/TSD. [redacted] 25X1

(2) Establish a working relationship through the OC Safety Officer with the OC Engineering Staff responsible for [redacted] 25X1

h. Formalize criteria for Radiation, Industrial Hygiene, and Environmental Health Programs. [redacted] 25X1

Work with State Air Pollution Control Board and Regional Occupational Safety and Health personnel to monitor asbestos removal projects. [redacted] 25X1

i. Update present position descriptions and develop position descriptions for new positions in the Safety Staff. [redacted] 25X1

j. Criteria for the basic fire protection document will be 25 percent complete. [redacted] 25X1

k. Document covering specifications for fire protection systems to be 25 percent complete. [redacted] 25X1

Second Quarter

a. Three trips overseas during which three new employees will receive training. [redacted] 25X1

b. Conduct two 5-day Basic Safety and Health courses. [redacted] 25X1

c. Fill the safety officer position [redacted] 25X1

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

d. Continue updating, briefing, and training of component safety officers in Headquarters area.

e. Continue implementations of [redacted] STAT
Safety and Health Regulations [redacted] Radiation Safety, as well 25X1
as the Industrial Hygiene and Environmental Health Programs.

f. Basic fire protection document to be 50 percent completed.

g. Document covering specifications for fire protection
25X1 systems to be 50 percent completed. [redacted]

h. Employ a fire protection engineer, a safety management officer, an industrial hygienist (chemist), and at least one
25X1 co-op trainee in each of the three Branches. [redacted]

Third Quarter

25X1 a. Three trips overseas. [redacted]

25X1 b. Conduct three Basic Safety and Health Courses. [redacted]

c. Continue updating, briefing, and training component
25X1 safety officers. [redacted]

d. Continue implementations of [redacted] STAT
Safety and Health Regulations, Radiation Safety, as well as
25X1 Industrial Hygiene and Environmental Health Program. [redacted]

e. Basic fire protection document to be 75 percent
25X1 completed. [redacted]

f. Document covering specifications for fire protection
25X1 systems to be 75 percent completed. [redacted]

Fourth Quarter

25X1 a. Three trips overseas. [redacted]

25X1 b. Conduct one Basic Safety and Health Course. [redacted]

c. Continue updating, briefing, and training component
25X1 safety officers. [redacted]

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0

STAT

d. Continue implementation of [redacted] Safety and Health Regulations [redacted] Radiation Safety, as well as Industrial Hygiene and Environmental Health Program. [redacted]

25X1

25X1

e. Basic fire protection document to be 100 percent completed. [redacted]

25X1

f. Document covering specifications for fire protection systems to be 100 percent completed. [redacted]

25X1

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R001101420007-0